



Special Meeting of the Board Agenda

January 24, 2025 | 10 – 10:20 a.m.

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Item	Time	Topic	Action	Presenter	Materials
1	10 – 10:05 (5 mins)	Call to Order and Land Acknowledgement	-	A. Watt	
2	10:05	Approval of Agenda	Decision (motion)	A. Watt	
3	10:05	Declaration of Conflict of Interest and Bias	-	A. Watt	
4	10:05– 10:15 (10 mins)	Executive Committee Election	Decision (motion)	M. Woodbeck	4.1 Briefing Note – Executive Committee Election
5	10:15– 10:20 (5 mins)	Committee Appointments	Decision (motion)	A. Watt	5.1 Briefing Note – Committee Appointments
6	10:20	Adjournment	Decision (motion)	A. Watt	

- [0.0 Reference - Land Acknowledgement](#)
- [0.0 CDO Acronyms](#)
- [0.0 Reference - 2020-2025 Strategic Plan - One Pager](#)
- [0.0 Reference Doc CDO Board Voting Practices](#)

[Annual Conflict of Interest and Acknowledgement](#)



Board Briefing Note

Topic:	Executive Committee Election
Purpose:	For Information
From:	Melanie Woodbeck, Registrar & Executive Director

Issue

The resignation of Brenda Murphy resulted in a vacancy on the Executive Committee, which must be filled by the election of a public director.

Public Interest Rationale

Managing vacancies ensures committees can effectively perform their duties in accordance with their terms of reference and carry out the College's public protection mandate.

Background

In keeping with [s. 11.3](#) of bylaw 1, on January 14, 2025, an email was sent to Board directors to invite all interested public members to provide written expressions of interest to stand for election for the position of fourth member on the Executive Committee.

The Board was informed of the two options available for declaring their intention of running for the Executive Committee, which are as follows:

- **Notification to the Board in writing to be included in the Board Package:** Board directors may notify the Board in writing of their interest to run by providing a statement expressing their interest. The statement of interest will be included in the meeting package.
- **Nomination at the special meeting:** Board directors may also declare their intention to run at the special meeting.

With either of the above options, Board directors interested in running for the Executive Committee will have to be nominated by two Board members (one of whom can be the Board member interested in running) at the special meeting.

The College did not receive any statements of interests to serve on the Executive Committee by the January 21 deadline.

Nominations will be accepted from the floor at the meeting on January 24.

The position of fourth member must be filled by a public member of the Board to meet the composition requirements for the Executive Committee.

Considerations

The procedure for the election of the Executive Committee is set out in s with [s. 11.4](#) of Bylaw 1.

The following provisions apply to the election of the fourth member:

- a) The Registrar will present the names of candidates who have indicated their interest for the position;
- b) The Board may also approve nominations of the position at the time of the election (and a director may nominate themselves as a candidate);
- c) Before the first vote, each of the nominees will have an opportunity to speak to the Board for up to two minutes about their candidacy;
- d) If there is only one candidate, the Registrar shall declare the candidate elected by acclamation;
- e) If there is more than one candidate, voting will be through secret ballot;
- f) If there are more than two candidates in an election, there will be successive ballots until one candidate receives a majority of the votes cast, with the candidate or candidates who receive the fewest votes in a ballot dropped in the next ballot;
- g) If there is a tie, the Registrar will break the tie by lot;



The process for voting is as follows:

- 1) After all nominations are received for the role, the names of all candidates will be added by CDO staff to a ballot using an online voting tool. The ballot will be emailed to all Board directors and can be completed using a computer, tablet, or mobile device.
- 2) Board directors will vote anonymously for one candidate using the online voting tool. Every vote will be anonymous during the meeting and in any subsequent report.
- 3) Only Board directors are permitted to vote.
- 4) When all members of Board have voted, the results will be shared with all meeting attendees.
- 5) If there are more than two candidates on the ballot, there will be successive ballots until one candidate receives a majority of the votes cast, with the candidate or candidates who receive the fewest votes in a ballot dropped in the next ballot.
- 6) If there is a tie, the Registrar will break the tie by lot.



Board Briefing Note

Topic:	Committee Appointments
Purpose:	Decision Required
Strategic Plan Relevance:	Risk-Based and Right-Touch Regulation
From:	Melanie Woodbeck, Registrar & Executive Director

Issue

To approve committee appointments.

Public Interest Rationale

When committees are fully constituted with the requisite number of public and professional members and the workload is evenly distributed, they can effectively perform their duties in accordance with their terms of reference and carry out the College's public protection mandate.

Background

The Board approves the committee slates annually at the June meeting on the recommendation of the Governance Committee. However, when vacancies or changes in the composition of the Board arise, mid-term appointments are required to ensure committees are properly constituted.

On December 18, 2024, Brenda Murphy resigned from her position on the Board, and vacancies on the Executive, Finance and Audit, Patient Relations, Registrar Performance and Compensation Review, Governance and Registration committees must be filled by a public director to maintain the composition requirements in by-law.

On January 14, 2025, public Board members were invited to indicate their interest in serving on the Governance and Registration committees. Public board members were also notified of the



Executive Committee election, the additional committees in which members of the Executive Committee are required to sit on and the process for nominating oneself for election.

In order to allow the committees to continue to meet and make decisions, it is recommended that the board approve the following committee appointments:

- Galina Semikhnenko to the Registration Committee
- Santhikumar Chandrasekharan to the Governance Committee

Considerations

The Ministry is aware that CDO is below the minimum number of public board directors required by the legislation and will appoint new public directors as soon as possible.

Committee composition is usually approved by the board in June each year, however, if new public directors are appointed before that time, the board can review compositions again at an earlier date.

Recommendation

That the Board approve the following committee appointments:

- Galina Semikhnenko to the Registration Committee
- Santhikumar Chandrasekharan to the Governance Committee
- The fourth member of the Executive Committee to the Finance and Audit, Patient Relations, and Registrar Performance and Compensation Review Committees

Attachments

- Appendix 1: Committee composition chart

Committee Composition 2024-2025

Executive Committee	
P	Vacant
E	Ann Watt RD
E	Denis Tsang RD*
E	Donna Hennyey RD

P = Public Councillor
E = Elected Councillor
A = Committee Appointee

* = Chair
** = Co-Chair

Discipline / Fitness to Practice	
P	All Public Members
E	All Elected Council Members
A	Barbara Grohmann RD*

Registration	
P	Galina Semikhnenko Santhikumar Chandrasekharan
E	Denis Tsang RD* Donna Hennyey RD
A	Emma Herrington RD Laura Bjorklund RD Ruchika Wadhwa RD

QA	
P	Galina Semikhnenko Ray D'Sa Santhikumar Chandrasekharan
E	Dawn van Engelen RD* Donna Hennyey RD Teresa Taillefer RD
A	Hannah Chan RD** Helen Tomalik RD Jane Lac RD

Registrar Performance & Compensation	
P	Vacant
E	Ann Watt RD Denis Tsang RD* Donna Hennyey RD Teresa Taillefer RD

Finance & Audit Committee	
P	Vacant Ray D'Sa
E	Donna Hennyey RD Teresa Taillefer RD*

ICRC	
P	Galina Semikhnenko John Regan Raynold D'Sa
E	Deion Weir RD Denis Tsang RD Navita Viveky RD
A	Barbara Grohmann RD* Gina Carvalho RD Julie Slack RD Sasha Miles RD**

Patient Relations	
P	Vacant
E	Ann Watt RD Denis Tsang RD* Donna Hennyey RD

Professional Practice Committee	
P	John Regan Santhikumar Chandrasekharan
E	Dawn van Engelen RD Navita Viveky RD
A	Antonia Morganti RD Barbara Major-McEwan RD* Hilary Monteith RD

Governance Committee	
P	Santhikumar Chandrasekharan John Regan Ray D'Sa
E	Ann Watt RD* Deion Weir RD Teresa Taillefer RD
A	Barbara Major-McEwan RD

last updated: January 8, 2025



College of Dietitians of Ontario (CDO) Land Acknowledgement

Attachment 0.0

We acknowledge that the College of Dietitians of Ontario's office is located on the traditional territory of many nations including the Mississaugas of the Credit, the Anishnabeg, the Chippewa, the Haudenosaunee and the Wendat peoples and is now home to many diverse First Nations, Inuit and Métis peoples. We also acknowledge that Toronto is covered by Treaty 13 with the Mississaugas of the Credit.

We are acknowledging the traditional keepers of these lands as part of a deeper commitment to Ontario's Indigenous communities. As provincial health regulators, we have a large role to play in reconciliation to meet the broader goal of public protection.

Mission

The College of Dietitians of Ontario regulates dietitians for public protection.

Vision

The College of Dietitians of Ontario delivers regulatory excellence to contribute to the health of Ontarians.

Values

Integrity | Collaboration | Accountability | Transparency | Innovation | EDI-B

CDO Acronym List

General Acronyms

ACRONYM	DEFINITION
ACEND	Accreditation Council for Education in Nutrition in Dietetics (United States)
BBI	Behaviour Based Interview
CAG	Citizens Advocacy Group
CDR	Commission on Dietetic Registration (United States)
CDRE	Canadian Dietetic Registration Examination
CLEAR	Council on Licensure, Enforcement and Regulation
CNAR	Canadian Network of Agencies for Regulation
COI	Conflict of Interest
CPMF	College Performance Measurement Framework
DA	Dietitians Australia
DC	Dietitians of Canada
DELFO	Dietetic Education and Leadership Forum of Ontario
EDI-B	Equality, Diversity, Inclusion & Belonging
HIROC	Healthcare Insurance Reciprocal of Canada
HPARB	Health Professions Appeal and Review Board
HPRO	Health Profession Regulators of Ontario
ICDEP	Integrated Competencies for Dietetic Education and Practice
ICRC	Inquiries, Complaints and Reports Committee
IPC	Information and Privacy Commissioner (Ontario)
JKAT	Jurisprudence Knowledge & Assessment Tool
KCAT	Knowledge and Competence Assessment Tool (part of Registration program's PLAR process)
MAID	Medical Assistance in Dying
MOH	Ministry of Health (Ontario)
OFC	Office of the Fairness Commissioner (Ontario)
PAPA	Practice Advisor and Policy Analyst
PBA	Performance Based Assessment
PDEP	Partnership for Dietetic Education and Practice
PHIPA	Personal Health Information Protection Act, 2004
PLAR	Prior Learning Assessment and Recognition process (part of Registration program)
PPA	Peer and Practice Assessment (part of QA)
PPC	Professional Practice Committee
QA	Quality Assurance
QAC	Quality Assurance Committee
RD	Registered Dietitian
RHPA	Regulated Health Professions Act, 1991
SCERP	Specified Continuing Education Remediation Program
SDL	Self-Directed Learning Tool (part of QA program)
SMART	(Goals) specific, measurable, attainable, realistic, timebound
TCL	Term, Condition and Limitation

Health Regulatory Colleges

ACRONYMS	DEFINITION
CASLPO	College of Audiologists and Speech-Language Pathologists of Ontario
CCO	College of Chiropractors of Ontario
CDHO	College of Dental Hygienists of Ontario
CDO	College of Denturists of Ontario
CDO	College of Dietitians of Ontario
CDTO	College of Dental Technologists of Ontario
CMLTO	College of Medical Laboratory Technologists of Ontario
CMO	College of Midwives of Ontario
CMRITO	College of Medical Radiation and Imaging Technologists of Ontario
CMTO	College of Massage Therapists of Ontario
CNO	College of Nurses of Ontario
COCOO	College of Chiropodists of Ontario
COKO	College of Kinesiologists of Ontario
CONO	College of Naturopaths of Ontario
COO	College of Optometrists of Ontario
COO	College of Opticians of Ontario
COTO	College of Occupational Therapists of Ontario
CPO	College of Physiotherapists of Ontario
CPO	College of Psychologists of Ontario
CPSO	College of Physicians and Surgeons of Ontario
CRPO	College of Registered Psychotherapists of Ontario
CRTO	College of Respiratory Therapists of Ontario
CTCMPAO	College of Traditional Chinese Medicine Practitioners & Acupuncturists of Ontario
OCHM	College of Homeopaths of Ontario
OCP	Ontario College of Pharmacists and Pharmacy Technicians
RCDSO	Royal College of Dental Surgeons of Ontario

Universities

ACRONYMS	DEFINITION
NOSM	Northern Ontario School of Medicine (affiliated with NODIP)
TMU	Toronto Metropolitan University
UOFG	University of Guelph
UOFO	University of Ottawa
UOFT	University of Toronto
UWO	University of Western Ontario

Practicum Programs

ACRONYMS	DEFINITION
MAN	Master of Applied Nutrition (UofG)
MHSC	Master of Health Science (TMU)
MPH	Master of Public Health (UofT)
MSCFN	Masters of Science in Food and Nutrition (Brescia, UWO)
NODIP	Northern Ontario Dietetic Internship Program (affiliated with NOSM)
PMDIP	Professional Masteres Diploma in Dietetics (TMU)

Canadian Dietetic Regulators

ACRONYM	DEFINITION
CDBC	College of Dietitians of British Columbia
CDA	College of Dietitians of Alberta
SDA	Saskatchewan Dietitians Association
CDM	College of Dietitians of Manitoba
CDO	College of Dietitians of Ontario
ODNQ	Order of Dietitians and Nutritionists of Quebec
NBAD	New Brunswick Association of Dietitians
NLDC	Newfoundland and Labrador College of Dietitians
NSCDN	Nova Scotia College of Dietitians and Nutritionists
CDPEI	College of Dietitians of Prince Edward Island

Goal 1: Regulatory Effectiveness & Performance Measurement	Goal 2: Transparent & Effective Communications	Goal 3: Risk-Based & Right Touch Regulation	Goal 4: Governance Modernization & Enhancing Public Trust
			
The CDO will Measure and Report our Regulatory Performance to the Public	The CDO will Communicate Effectively to Support Understanding of our Mandate, Services & Resources	The CDO will Make Decisions in Accordance with a Risk (Harm Reduction) Framework	The CDO will Update its Governance Model in Accordance with Evidence-Based Practices

These four goals will be accomplished through the following strategies:

<ul style="list-style-type: none"> • Enhance IT systems and data governance to support data collection, analysis, reporting and security. • Convey information about College effectiveness in clear, concise, transparent, and accessible reporting formats. 	<ul style="list-style-type: none"> • Increase our understanding about the public and RDs and use learnings to design communication and educational initiatives. • Enhance College consultation, outreach processes, and communication methods in a way that considers equity, diversity and inclusion (EDI), and right-touch regulation. • Refresh College branding and use communication methods that are engaging, accessible and meet the evolving needs of the public, members, and other groups we engage with. 	<ul style="list-style-type: none"> • Develop risk-based and right-touch regulation tools and processes for College decision-making. • Align standards and resources for Registered Dietitians with risk-based, right-touch and EDI principles. • Leverage organizational data and external information to identify and act on areas of risk. 	<ul style="list-style-type: none"> • Implement governance initiatives that promote regulatory excellence, accountability and EDI principles. • Operationalize EDI in College processes, policies and decision-making.
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CDO Board Voting Practices

Board directors have a fiduciary duty to the College and are required to act honestly, in good faith and in CDO’s best interests. Directors exercise reasonable diligence and accountability and ensure that the public interest is at the forefront of all decision making.



Quorum. The minimum number of individuals required to have a meeting. For Board meetings, it is the majority of directors (50% +1) and does not require a specific composition of professional and public members. Vacancies do not count when determining quorum.

Motion. To introduce a new idea or action which is voted on.

Voting Options



For. You are comfortable moving forward with the proposed motion.



Against. You do not agree that the proposed motion is the best course of action for CDO.



Abstain. Is not a vote for or against.
You do not have enough information to make a decision.
You have a conflict of interest or bias.



Consensus is preferred.



Majority is required.



Annual Conflict of Interest Declaration for Board Directors

Board directors have a fiduciary duty to the CDO in which they must avoid situations where their personal, professional or financial interests or relationships conflict with their duties to the College. Board directors should avoid situations where the duties they owe to the CDO may conflict with duties they owe to other organizations or individuals. The definition of 'conflict of interest', and obligations relating to conflicts of interest, are set out in [Bylaw 1](#).

For the 2024-2025 term, all directors listed below have indicated they are in compliance with CDO's conflict of interest policy and no conflicts of interest were identified.

Denis Tsang, RD
Ann Watt, RD
Dawn van Engelen, RD
Deion Weir, RD
Donna Hennyey, RD
Navita Viveky, RD
Teresa Taillefer, RD
Galina Semikhnenko
John Regan
Ray D'Sa
Santhikumar
Chandrasekharan



Annual Acknowledgement and Confirmation

Board directors have a duty to understand and abide by their obligations to the College, as outlined in the Board's Code of Conduct policy. To achieve this, Board directors are expected to review the Board's governance policies and other materials.

For the 2024-2025 term, all directors listed below have indicated they understand and will comply with CDO's bylaws and governance policies, they stand in a fiduciary relationship with CDO, and they will act in the public interest when making decisions on behalf of CDO.

Denis Tsang, RD

Ann Watt, RD

Dawn van Engelen, RD

Deion Weir, RD

Donna Hennyey, RD

Navita Viveky, RD

Teresa Taillefer, RD

Galina Semikhnenko

John Regan

Ray D'Sa

Santhikumar Chandrasekharan